



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Employee Post-Travel Disclosure Form

☐ Original ☒ Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Name of Traveler: Sarah Burke
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 05/02/2019 Return: 05/03/2019  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None ☒
4. Departure City: Washington, DC Destination: Baltimore Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: I attended all of the meetings on the attached agenda for the time I was there.
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
  - a. ☒ a completed *Sponsor Post-Travel Disclosure Form*;
  - b. ☒ the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Grantmaking or Non-Grantmaking Sponsor Forms*;
  - c. ☒ page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.  
**Signify statement is true by checking the box:** ☒  
b. If not, explain: I attended the events while I was there. I had departure issues due to the member's flight being delayed so arrived in Baltimore for the dinner portion on Friday.

**I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.**

Signature of Traveler: *Sarah Rogers Burke* Date: 6/10/2019

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Hon Jason Smith Date: 5/14/19

Signature of Supervising Member: *[Signature]*

*1*